

ANNOUNCEMENT OF THE FACULTY OF ENGINEERING, MAHIDOL UNIVERSITY

Subject: Examination Regulations B.E. 2569 (2026)

The Faculty of Engineering has established criteria and rules of conduct governing midterm examinations, final examinations, or other equivalent forms of academic measurement and evaluation of the Faculty of Engineering to ensure administrative efficiency, standardized quality, and full alignment with the Mahidol University Act, the Mahidol University Regulations on Sub-Degree and Undergraduate Education, as well as general administrative law principles concerning proportionality and legal certainty to safeguard student rights and ensure justice.

By virtue of Section 37 of the Mahidol University Act B.E. 2550 (2007), the Dean of the Faculty of Engineering, following the resolution of the Faculty Board at its Meeting No. 8/2569 on August 19, B.E. 2569 (2026), hereby issues the Announcement on Examination Regulations as follows:

CHAPTER 1: GENERAL PROVISIONS

Clause 1 This Announcement shall be cited as the “Announcement of the Faculty of Engineering, Mahidol University Re: Examination Regulations B.E. 2569 (2026)”.

Clause 2 This Announcement shall enter into force from Semester 1 of Academic Year 2026 onwards.

Clause 3 The Announcement of the Faculty of Engineering, Mahidol University Re: Examination Regulations B.E. 2568 (2025) shall be repealed when this Announcement comes into effect.

Clause 4 In this Announcement:

“**University**” means Mahidol University.

“**Faculty**” means the Faculty of Engineering, Mahidol University.

“**Dean**” means the Dean of the Faculty of Engineering, Mahidol University.

“**Examination**” means midterm examinations, final examinations, or other equivalent methods of learning measurement and evaluation prescribed by the Faculty or instructors.

“**Student**” means an undergraduate student of the Faculty of Engineering, Mahidol University, or a student enrolled in courses offered by the Faculty of Engineering.

“**Curriculum Committee**” means the committee appointed by the Dean to administer and manage academic programs.

“**Instructor**” means academic personnel assigned teaching duties in a course.

“**Course Coordinator**” means the instructor designated to oversee educational measurement and evaluation for a course taught by multiple instructors.

“Proctor” means a person assigned by the Faculty or Department to supervise and conduct examinations.

CHAPTER 2: REGULATIONS PRIOR TO AND ON ENTERING THE EXAMINATION ROOM

Clause 5 Students shall wear standard student uniforms and closed-toe shoes in strict compliance with the Mahidol University Regulations on Student Dress Code B.E. 2564 (2021). Otherwise, proctors reserve the right to deny entry into the examination room.

Clause 6 Students shall present a valid Student ID Card, National ID Card, or official government-issued photo identification before entering the examination room.

Clause 7 Students arriving more than 30 minutes late after the examination has commenced shall forfeit their right to sit for that examination, unless justifiable necessity is proven and permission is granted by the proctor.

Clause 8 Possession or use of communication devices, electronic equipment, smartwatches, or any device capable of recording, storing, or transmitting data is strictly prohibited, unless specific models of calculators are explicitly permitted under course specifications. All other electronic devices must be powered off and placed in designated areas.

CHAPTER 3: REGULATIONS DURING EXAMINATION PROCEEDINGS

Clause 9 Students shall sit exclusively in their assigned examination seats designated by the Faculty or proctors, and shall not change seats arbitrarily.

Clause 10 On receiving examination papers and answer booklets, students shall verify page completeness and clearly write their full name, student ID, department, and any other required details on the answer sheets or booklets according to instructions.

Clause 11 Students shall sign the official attendance sheet to confirm their presence for the examination.

Clause 12 During the examination, students shall work in absolute silence and are strictly prohibited from talking, consulting, looking at answer sheets of other students, or giving signals indicating fraudulent intent. Any queries regarding the paper shall be conveyed solely by raising a hand to signal a proctor.

Clause 13 Calculation paper or scratch paper supplied by the Faculty or proctors shall be used exclusively. Students shall not bring personal paper into the room, detach pages from answer booklets, or copy, photograph, or remove any portion of examination materials from the room.

Clause 14 Borrowing stationery or equipment during the examination without explicit authorization from the proctor is strictly prohibited.

Clause 15 Students shall not leave the examination room within the first 30 minutes after the examination commences. In cases of urgent necessity to use restroom facilities, students must receive authorization, remain under proctor supervision, and record their log-in/log-out times.

Clause 16 Upon the announcement that the examination time has elapsed, students shall cease writing immediately.

CHAPTER 4: PROCEDURES CONCERNING ACADEMIC DISHONESTY OR SUSPECTED MISCONDUCT

Clause 17 Where a student exhibits behavior indicating intent to commit academic dishonesty or is caught cheating, proctors are empowered to record the factual circumstances, confiscate relevant physical evidence, and report the matter to the responsible Associate Dean for disciplinary proceedings pursuant to the Mahidol University Regulations on Student Discipline, Appeals, and Grievances.

Clause 18 When warned by a proctor regarding examination rules, students shall comply immediately.

CHAPTER 5: CRITERIA FOR EXAMINATION POSTPONEMENT AND MAKE-UP EXAMINATIONS

Clause 19 Requests for examination postponement or make-up examinations due to adverse unforeseen event or imperative necessity shall conform to the following criteria:

(1) Official University or Faculty Engagements: Prior permission must be secured. Students shall submit a request for examination postponement or make-up examinations along with supporting documentation through their affiliated department/unit no less than 5 business days prior to the examination date.

(2) Illness or Force Majeure (Appendix 1): Students shall submit a request for examination postponement or make-up examinations accompanied by a medical certificate from a public hospital. Medical certificates from private hospitals or licensed medical clinics shall be accepted only in cases of inpatient hospitalization (IPD), emergency accidents, or acute illness, supported by relevant evidence. The request must be approved by the Course Coordinator and Curriculum Committee within 3 business days following the examination date.

(3) Timetable Clashes: Examination clashes involving internal or external courses may be exempted on a case-by-case basis. In this regard, requests for examination postponement or make-up examinations must be approved by the Course Coordinator and Curriculum Committee and submitted at least 3 business days prior to the examination. If adverse unforeseen event compliance is impossible, students shall submit an explanation with supporting evidence through their department and program for consideration.

Clause 20 Where a make-up examination is granted without qualifying adverse unforeseen event as defined in this Announcement and Appendix 1, but approved under the discretion of the Curriculum Committee, a score deduction of not less than 30 percent of total full marks for that examination shall be applied. Intentional absence, absence without reasonable cause, or unapproved make-up requests shall result in a score of zero (0) for that examination.

CHAPTER 6: MISCELLANEOUS PROVISIONS

Clause 21 The Dean of the Faculty of Engineering shall oversee the execution of this Announcement. In the event of administrative disputes or interpretation problems arising from implementation hereof, the decision and order of the Dean shall be final.

In the event of any query, discrepancy, or dispute regarding the interpretation of the contents herein, the original Thai version shall serve as the sole authoritative text.

Announced on 27 August 2026
(Assoc. Prof. Dr. Thanapat Wanichanon)
Dean, Faculty of Engineering

APPENDIX 1

Annex to Announcement of the Faculty of Engineering, Mahidol University

Re: Examination Regulations B.E. 2569 (2026)

Criteria for Classification of adverse unforeseen event and Illness for Make-up Examination Requests

Category of Cause / Symptom	Legal Guidelines and Conditions	Score / Grade Impact
1. Explicit Force Majeure • Severe emergency accidents • Natural disasters • Emergency surgical operations • Illness requiring inpatient hospitalization (IPD)	Constitutes a physical barrier beyond human control under administrative law principles, verified by complete medical certificates or official documents.	Approved for Make-up Exam (No score deduction)
2. Severe Acute Symptoms • Acute severe food poisoning • Severe diarrhea • Severe acute migraine • Severe dysmenorrhea	Subject to the discretion of the Curriculum Committee on a case-by-case basis, requiring explicit medical notes certifying that the symptoms physically rendered attendance impossible (proportionality principle).	Case-by-case consideration. If approved: (Deduction of not less than 30%)
3. Non-severe General Symptoms • Minor common cold / congestion • General sore throat / cough / sneezing • Mild headache • Controllable chronic pre-existing conditions	Classified as general symptoms that do not constitute severe physical barriers to attendance. Students are expected to manage pre-existing conditions and take preventive measures in advance.	Does not constitute adverse unforeseen event If approved: (Deduction of not less than 30%)